

**CALIFORNIA PRISON HEALTH CARE SERVICES
(CDCR - PLATA)**



RECEIVER'S NURSE EXECUTIVE (SAFETY)

TN05/8241 – Exam Code: 8PB30

**OPEN – STATEWIDE
Continuous Testing**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION BASE	OPEN-STATEWIDE FOR: California Prison Health Care Services (CDCR – Plata)
WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for 6 months.</p>
HOW TO APPLY	<p>The application and Training and Experience Evaluation are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Evaluation. The application form for Receiver's Nurse Executive (Safety) is contained within the Internet process; therefore a standard state application is not necessary.</p> <p>If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705. If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to the following on line instructions: https://exams.spb.ca.gov/exams/exam_start.cfm</p> <p>Please note that the Internet system will be unavailable on Tuesday between 7:00 a.m. and 1:00 p.m., Pacific Standard Time, for processing and maintenance. Do not begin the application process on the Internet during this time as your record will not be processed. It takes approximately one hour to complete the application and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m. on Tuesday, be sure to allow sufficient time to complete the process.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.</p>
SALARY	<p>As of July 1, 2008: \$10,500 - \$18,659</p> <p>(3 assignment levels) Institutional, Regional, Statewide</p>

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<p>BENEFITS</p>	<ul style="list-style-type: none"> • Deferred Compensation Plans (Savings pool, 401(k), and 457 plans) • \$100 Monthly Bilingual Differential Pay • 75% Reimbursement of Van Pool, \$65 maximum per month • 75% Reimbursement of Public Transit Passes, \$65 maximum per month • Flexible work hours (management discretion) • Pre-tax parking (where applicable) • Fourteen (14) paid holidays • Generous paid vacation/sick leave or annual leave • Jury duty/military/bereavement leave • Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs) • Pre-retirement death benefit • Dependent Care Program • Long Term Insurance (CalPERS) • Home Loan Program (CalPERS) • Legal Services • Employee Assistance Program • California Public Employees' Safety Retirement System (Exempt from paying into federal Social Security System) • Reimbursement of License Renewal Fees (Actual Cost) • Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license • Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information): <ol style="list-style-type: none"> 1. Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selected institutions 2. Health Professions Education foundation Scholarship and Loan Repayment offered at selected institutions.
<p>POSITION DESCRIPTIONS</p>	<p><u>INSTITUTION CHIEF OF NURSING SERVICES</u></p> <p>Incumbents in these positions are the highest ranking nurse manager within a Department of Corrections and Rehabilitation adult institution. Incumbents report directly to the institution healthcare Chief Executive Officer (aka Health Care Manager) and receive functional supervision from the Regional Chief of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies. Directs all nursing activity within the institution and ensures compassionate, safe, effective, timely, efficient and equitable patient-centered care in conjunction with other health care discipline managers, and in coordination with custody. Develops and maintains a competent nursing team to deliver evidence-based patient-centered care. Develops and implements clear and realistic performance expectations, issues letters of instruction and counseling memoranda, effectively recommends formal disciplinary action to the institution Chief Executive Officer, and upon delegation from the Chief Executive Officer takes disciplinary action.</p> <p><u>REGIONAL CHIEF OF NURSING SERVICES</u></p> <p>Under the direct supervision of the Regional Health Care Program Administrator, and the functional supervision of the Statewide Chief of Nursing Services, coordinates all patient care services within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation adult institutions, and ensures that nursing practices comply with appropriate professional standards. Ensures institutions within the region have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and out patient urgent/emergency protocols. Functionally supervises the Institution Chiefs of Nursing Services within the region insofar as it pertains to nursing standards, procedures, protocols and policies. Participates in the selection of the Institution Chiefs of Nursing Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers. Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the region. Assists in evaluating nursing staff and effectively recommends corrective and adverse action to Institution Chiefs of Nursing Services, Institution Chief Executive Officers and Regional Healthcare Program Administrators (aka Regional Administrators).</p>

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POSITION DESCRIPTIONS (CONTINUED)	<p><u>STATEWIDE CHIEF OF NURSING SERVICES</u></p> <p>Under the direct supervision of the federal court Receiver (or designee), coordinates all nursing services on a statewide basis within the California Department of Corrections and Rehabilitation adult institutions. Ensures that nursing professional practices comply with appropriate standards to deliver evidence-based patient-centered care. Ensures institutions statewide have implemented an effective system that certifies competence to perform nursing duties, including the performance of physical assessments and out patient urgent/emergency protocols. Functionally supervises the Regional Chiefs of Nursing Services insofar as it pertains to nursing standards, procedures, protocols and policies. Participates in the selection of the Institution and Regional Chiefs of Nursing Services and effectively recommends the appointment of candidates to institution healthcare Chief Executive Officers and Regional Healthcare Program Administrators. Develops and monitors nursing performance expectations; performs competency assessments; mentors and coaches nursing personnel throughout the state. Assists in evaluating nursing staff and effectively recommends corrective and adverse action to Institution and Regional Chiefs of Nursing Services, Institution Chief Executive Officers and Regional Healthcare Program Administrators.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination at the time of filing.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (CONTINUED)	<p>Possession of a current unencumbered license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) And</p> <p>A Bachelors of Science in nursing or health services administration or a related field. (Additional qualifying experience performing a full range of duties as a nursing supervisor in a health care organization/facility with 20 or more full-time subordinate nurses, may be substituted for the required education on a year-for-year basis.) And</p> <p>Five years of clinical nursing experience in a comprehensive medical setting, at least three years of which must have been in an administrative or supervisory capacity in a health care organization/facility with 20 or more full-time subordinate nurses.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Clinical nursing experience in a correctional facility, Masters Degree in nursing or other health care related field, Basic Care Life Support certification, Advanced Care Life Support certification, and experience in health care system and program design and development.</p>
TRAINING AND EXPERIENCE EVALUATION	<p>The examination will consist of a Training and Experience Evaluation weighted at 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p style="text-align: center;">TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%</p> <p>Required Core Competencies:</p> <ul style="list-style-type: none"> • Professional/technical expertise • Customer focus • Teamwork • Valuing diversity • Managing performance • Leadership • Planning and organizing • Organizational savvy • Process improvement • Developing others • Managing change • Strategic view

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TRAINING AND EXPERIENCE EVALUATION (CONTINUED)	<p><u>Special Personal Characteristics:</u></p> <p>Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and, be tactful and patient.</p> <p><u>Special Physical Characteristics:</u></p> <p>Incumbents must possess and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates or the public.</p>
ELIGIBLE LIST INFORMATION	<p>An open merged eligible list will be established for California Prison Health Care Services (CDCR - Plata). The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after six months.</p>
VETERANS' POINTS/ CAREER CREDITS	<p>Veterans' Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>
QUESTIONS	<p>If you have any questions concerning this announcement, please contact:</p> <p style="text-align: center;">State Personnel Board 801 Capitol Mall Sacramento, CA 95814 (916) 653-1502, TTY (916) 654-6336 California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)</p> <p>TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.</p>

GENERAL INFORMATION

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board/California Prison Health Care Services (CDCR - Plata) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order:

1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(916) 653-1502, TTY (916) 654-6336